

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0225515	10. Budget Program Number 23842		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Social Work Supervisor			
3. Division Family Services		12. Proposed Class Title			
4. Section Prevention and Protection Services	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Foster Care		14. Effective Date			
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Angie Suther	Foster Care Contract Administrator	K0132769

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Angie Suther	Foster Care Contract Administrator	K0132769

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

It is expected that the duties of this position will be performed within agency policies, procedures and directives. This position is expected to follow acceptable professional standards. The work of this position will be performed with latitude of independent judgment and action, seeking supervisory consultation when needed.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position supervises social services staff in the Foster Care unit within the assigned region. The position manages resources within the region to maximize the agency's ability to successfully achieve its mission. This position is responsible for insuring that agency mandates are achieved and that actions are taken to insure the proper placement decisions and permanency goals are made for all children receiving foster care, adoption or independent living services.
1. 50%	E	<p><b><u>Supervision and Consultation:</u></b></p> <ul style="list-style-type: none"> <li>— Provides leadership, guidance and direction to Adoption Specialist Program Consultant I's and the Independent Living Social Worker Specialists in all matters involving program service delivery and management for the assigned region.</li> <li>— Insures recruitment, selection and hiring actions meet civil service guidelines and personnel rules and regulations.</li> <li>— Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable.</li> <li>— Confronts poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations.</li> <li>— Effectively uses available tools, including probationary period, to address poor performance, takes disciplinary action when appropriate and documents consistently.</li> <li>— Actively supports the development of knowledge and skills to perform at a high level.</li> <li>— Ensures necessary training and resources are available and used promptly.</li> <li>— Creates and values a learning environment and provides recognition for efforts of others when high or improved performance is attained.</li> <li>— This function is accomplished by using knowledge of the theories and practices of social work and PPS policies and procedures.</li> </ul>
2. 25%	E	<p><b><u>Manage Unit Resources:</u></b></p> <ul style="list-style-type: none"> <li>— Assists in the management of the Regional PPS Foster Care unit's resources, including staff, to ensure their actions are consistent with program policies, rules and regulations.</li> <li>— Assures effective working relationships with all DCF staff and community stakeholders and partners.</li> <li>— Ensures timely completion of social service assignments and assignments are performed within agency guidelines and standards.</li> </ul>
3. 25%	E	<p><b><u>Program/Policy</u></b></p> <ul style="list-style-type: none"> <li>— Oversees identification and implementation of policy and procedures for the Reintegration/Foster Care/Adoption and Independent Living (IL) Programs, monitoring work flow and provides coordination with Central Office outcomes and expectations.</li> <li>— Assigns tasks in order to maintain the efficiency, accuracy and effectiveness of the delivery of services for the operations of each unit, identify needs and trends as well as maintain compliance with all applicable statutes, regulations and policies.</li> <li>— Monitors effectiveness of program operations, training and direct changes and improvements as necessary.</li> </ul>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Terri Shelton	Social Worker Specialist	K0162643
Vacant	Social Worker Specialist	K0056609
Vacant	Social Worker Specialist	K0139871
Ivy McMillan	Program Consultant I	K0057085
Nena Rua	Program Consultant I	K0056669

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☐ Major program failure, major property loss, or serious injury or incapacitation.
- ☒ Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriately applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children and/or staff following directives could be seriously harmed to the point of loss of life or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with children and families referred to PPS for services. Frequent contact with law enforcement agencies, court officials, community service providers and members of the general public. Coordinates Foster Care, Adoption, and Independent Living activities within the assigned region with key community stakeholders.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This position is involved in on-going interactions with children and families under stress and may face hostility and resistance. The work schedule may involve contacts with children, families and others at times when the agency is not normally open for business. This position may face hostile clients complaining about agency intervention or decisions and must address disgruntled providers and community members dissatisfied with agency actions. May also face disgruntled and angry staff in dealing with poor performance or inappropriate behaviors issues. This position requires travel within the assigned Region.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

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Licenses, certificates and registrations

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License in good standing to practice social work in the State of Kansas at the time of hire

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Special knowledge, skills and abilities

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Experience - length in years and kind

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One year of experience as a social worker.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

One year experience in child protective services utilizing assessment skills, case documentation and caseload management.

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personnel Official

\_\_\_\_\_  
Date

**Approved:**

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Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority

\_\_\_\_\_  
Date